



**Arizona Department of Education**  
**Character Education Matching Grant**  
**Application Instructions**  
**Fiscal Year 2013**

**Grant Overview:** This grant is made possible through Proposition 301 funds and authorized by A.R.S. 15-154.01. The purpose of the Character Education Matching Grant is to provide public and charter schools throughout Arizona with funds to support proven **effective character education professional development for program implementation or improvement** with the intent of positively impacting student behavior and school climate/culture.

**Eligibility Requirements:** Any public or charter school / district in Arizona. Applying schools must be able to provide matching funds. Matching funds may include in-kind items such as staff time, existing school materials, etc. or can come from other sources such as school fundraisers, parent organizations, etc. Federal character education grant monies may **NOT** be used as matching funds.

**Applications due:** September 28, 2012

**Project Period:** August 1, 2012 – June 30, 2013

**KEY INFORMATION:**

**Schools / Districts**

- can apply for a minimum of \$1,000 and a maximum of \$10,000 per school site.
- must demonstrate ability to match total funds requested. Matching funds may include in-kind items such as staff time, existing school materials or can come from other sources such as school fundraisers, parent organizations, etc.
- must choose a Pre-approved Program Provider from the posted list with the additional information provided. Information regarding Pre-approved Program Providers and the application for an LEA provider is available as an Application Download File. Applicants must **contact the Pre-approved Program Provider of choice before applying online** in order to determine exact costs. Amount of requested grant funds must be equal to this cost. Questions regarding qualifying program activities should be directed to the Character Education and Development Unit. Please email [charactered@azed.gov](mailto:charactered@azed.gov) or call 602-364-1971.
- **must choose a new Pre-approved Program Provider if the same provider has been chosen for three or more years.**

**Reporting Requirements:**

Submission of a completion report within 90 days of June 30, 2013.

**Amendments:**

Any changes to the Project Description and/or Budget must receive approval of the Character Education and Development Unit at ADE. For instructions on how to submit a proposed amendment, please email [charactered@azed.gov](mailto:charactered@azed.gov)

**Required Information:**

<b>1. Program Assurances</b>	(completed online by district personnel or designated school staff member )
------------------------------	---

Arizona Department of Education  
Character Education and Development  
1535 West Jefferson Street, Bin #14  
Phoenix, AZ 85007  
[charactered@azed.gov](mailto:charactered@azed.gov)

<b>2. Financial Data</b>	(completed online by district personnel or designated school staff member)
<b>3. Supplemental Data</b> <i>Program Description and Budget Sheet</i>	(this Word document can be completed by school personnel and “copy and pasted” to online application by district personnel or designated school staff member )

**General Instructions for completing and submitting Required Documents:**

NOTE: Any questions regarding how to access and/or input information into online application, please email [charactered@azed.gov](mailto:charactered@azed.gov) or call 602-364-1971.

**1. Program Assurances:**

To be completed online by district personnel or designated school staff member. Online application will prompt you to agree to program assurances.

**2. Financial Data:**

**Line Items:** See *Chart of Accounts Matrix (Appendix E)* in Grants Management Handbook (under “Grants Management Training”) for guidance.

**Line Items Description:** This field should include a description of the services and materials provided by the chosen Pre-approved Provider.

**Capital Outlay:** Not applicable to this grant. Please leave blank.

**Payment Schedule:** Funds for this grant are disbursed in **November** only. Please **do not select** “Distribute payment evenly”. The payment schedule total should be equal to budget line item total at a district level. You will indicate school / district level budget break down under Budget section.

**3. Supplemental Data:**

***FOR SCHOOL and/or DISTRICT PERSONNEL***

\* If you are applying for **grant funds for multiple schools within a district**, you must complete separate Supplemental Data for each school. Information for each school will be entered within the same online application using a **different site number**. For assistance, please contact 602-542-5660.

**Matching Funds**

Matching Funds must be equal to or greater than the total amount of requested Grant Funds.

**Program Description and Budget:**

Please answer questions in narrative form. Limit responses to 7500 characters each. If you exceed this amount, some of your text may have to be left out when transferred to the online application.

Please see ***Site Budget Instruction*** link in online application.

Grant Funds and Matching Funds Activities Description must include itemization of goods and services to be purchased. **See next page (under “Frequently Asked Questions”) for list of restricted expenses.**

## ***Character Education Matching Grant***

### **Frequently Asked Questions**

#### ***Who should I contact if I have questions about this grant?***

You may contact the Character Education and Development Unit at the Arizona Department of Education by phone **602-364-1971** or by email at [charactered@azed.gov](mailto:charactered@azed.gov).

#### ***We've received this grant in the past. Can we apply again?***

Yes. We encourage you to include in the planning of your “matching funds” grant strategies to build capacity within your school / district so your character education project becomes locally self-sustaining over time.

#### ***What qualifies as “matching funds”?***

Schools cannot use federal character education grant monies as matching funds. Matching funds can be comprised of a combination of cash and in-kind sources such as staff time and pre-existing materials. If you have questions about what qualifies as matching funds, please call number given above.

#### ***What activities, materials, etc. are NOT eligible for grant funding?***

Grant funds may **NOT** be used for:

- Any service and/or material provided by any entity that is **NOT** currently listed as a Pre-Approved Program Provider (see Application Downloads on GME)
- Capital expenses
- Food
- Travel expenses for school / district staff

If you are uncertain whether a service and/or material you would like to request will qualify for grant funding, please call the phone number given above.

#### **NOTE:**

Items intended for use as rewards or incentives for students cannot comprise more than 10% of total requested grant amount.

#### ***Can our school apply for a grant to support a character education after-school program?***

Yes, however the after-school program must be operated by the public or charter school and NOT an outside organization.

#### ***How do I SELECT a Pre-approved Program Provider?***

See ***Pre-approved Program Provider*** list in Application Downloads for information on the services and materials provided by each ***Pre-approved Program Provider***. Each school / district administration and staff must determine the project's goals and outcomes in relation to the character education project they want to implement or improve. This information will help determine the best choice of the ***Pre-approved Program Provider*** for each school.

#### ***Do I need to contact the selected Pre-approved Program Provider before submitting the grant application?***

Yes. The amount requested and your budget narrative should reflect the actual cost of the services and materials provided by your selected ***Pre-approved Program Provider***. You will need to contact the ***Pre-approved Program Provider*** to calculate this cost. You will be required to itemize your intended purchases using the following equation:

$$\text{Service / Item Description: cost per unit} \times \text{quantity} = \text{total cost per service / item}$$

#### ***When should I expect to be notified if we have been awarded?***

Schools will be notified in November by email.